

# ***Consumer Credit Counseling: Continuing Professional Education Guide***

## **CONTINUING PROFESSIONAL EDUCATION: SECTION [37-7-105](#)**

- **Licensees must complete at least twelve hours** of continuing professional education **every two years**.
- At least six of the twelve hours must be earned in a live instructional setting.
- Who Must Complete:
  - Owners and Partners
  - A designee of a LLC or corporation
  - Counselors
- CPE must be reported to the department every two years on a form approved by its showing the:
  - date and title of the courses taken,
  - the teacher or sponsor of the course taken, and
  - the hours of continuing professional education claimed for the course.
- If the course is taught in a classroom setting, fifty minutes of classroom contact equals one hour of CPE.
- **Course sponsors (providers)** must maintain records of attendees for **two years** after the course.
- A Certificate of Completion issued by the course sponsor/provider is the documentation of attendance at the courses. The Certificate:
  - must be maintained by the **licensee**
  - is subject to inspection by the department for up to **two years** after the date of the course.

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### **FORM INFORMATION:**

| <b>Form Name</b>  | <b>To Be Completed By</b>                    | <b>Purpose</b>   |
|---|--|--|
| <a href="#"><u><i>Provider Application</i></u></a>            | Someone who would like to offer CPE courses. | Must be completed and approved before an organization may offer any continuing education courses.  |
| <a href="#"><u><i>Course Approval Application</i></u></a>     | Provider Applicant or Approved Provider      | Must be completed and approved before the course may be offered for CPE credit.  |
| <a href="#"><u><i>Instructor Application</i></u></a>          | Whoever will teach a course once approved    | Must be completed and turned in with the <i>Course Approval Application</i> .  |
| <a href="#"><u><i>Conference Approval Application</i></u></a> | Provider Applicant or Approved Provider      | Must be used when a provider is hosting a conference where a majority of the segments are related to credit counseling. Allows a Provider to provide adequate information about the instructors so the instructors <b>DO NOT</b> need to file <i>Instructor Applications</i> . |
| <a href="#"><u><i>Uniform Application</i></u></a>             | Person Required to Obtain CPE credits        | Must be used when a Provider has not obtained pre-approval for a course.   |